



MINUTES

Wednesday, September 14, 2005

8:30 a.m. – 10:30 a.m.

Missouri Department of Transportation, Creek Trail Drive

The September 14, 2005 meeting was called to order at 8:30 a.m. by Co-Chairs Micki Knudsen and Les Balty.

Agenda Items

Disaster Relief/Military Leave Issues – Ron Scott, MoDOT

Ron Scott gave an overview of the Disaster Leave Law. This law was established in 1995. It stated that up to 120 hours paid leave were granted to the first 25 employees statewide, who were certified as disaster service specialist with the Red Cross, during a fiscal year. In 2005, Senate Bill 71 added other volunteer organizations besides the Red Cross, which are recognized by the State Emergency Management Agency. So far in FY '06, two state employees have used this leave, one of which is from MoDOT. The department worked with OA Personnel to ensure the employee was eligible for the 120 hours of paid leave. Norma Wieberg is the contact person in OA. She may be contacted at 522-1258. Regarding the Military Leave issue, Governor Blunt issued Executive Order 05-29 for the Adjutant General to call up Guard units to assist with Hurricane Katrina issues. So far there have been over 2000 state employees called up to help with Katrina. All Guard units have been put on retroactive Federal Orders. This information was obtained from the National Guard Personnel Office. If on State Orders, employees would have been paid for all the time gone (40 hours per week for as long as they are on these orders). Since they are on Federal Orders, employees are allowed up to 120 hours paid military leave during each Federal Fiscal Year. In most situations (for MoDOT employees), they have already used their 120-hour military leave for this Federal Fiscal Year. If this is the case, the employee will have to use either annual leave or comp time for the month of September. Starting October 1, they can be put back on paid military leave again. Ron's contact at the National Guard Personnel Office in Jefferson City is Paula Prosser, 638-9637.

UPDATE: On September 15, 2005, OA sent out an e-mail regarding the leave status of employees who are Missouri National Guard soldiers called to support the hurricane relief efforts. Please see the attachments at the bottom of the Minutes.

Running with the Big Dogs: How to Make HR a Strategic Player Video

Micki presented the video, *Running with the Big Dogs: How to Make HR a Strategic Player*. The video's presenter, Margaret Morford, President of The HR Edge, Inc., was a featured speaker at the 2005 Missouri State SHRM Conference.

Next SHRMC Meeting: October 12, 2005, 8:30 a.m.

Location: MoDOT, 1320 Creek Trail Drive, Conference Room I-70

Meeting adjourned.



"Fogelbach, Gary"
<Gary.Fogelbach@oa.mo.gov>
v>

Sent by: "Campbell, Eve"
<Eve.Campbell@oa.mo.gov>

09/15/2005 02:55 PM

To: "Department HR Directors"
<DepartmentHRDirectors@oa.mo.gov>, "Department
Directors" <DepartmentDirectors@oa.mo.gov>, "Anthony,
Wieberg, Norma" <Norma.Wieberg@oa.mo.gov>,
cc: "Campbell, Eve" <Eve.Campbell@oa.mo.gov>, "Nichols,
Susan" <Susan.Nichols@oa.mo.gov>, "McKinney, Alma"
bcc: Michaelene A Knudsen/SC/MODOT

Subject: National Guard Hurricane Katrina Relief Mission

History:

➡ This message has been forwarded.

This is to inform you of a change in the status of state employees who are Missouri National Guard soldiers called to duty in support of the hurricane relief efforts. The attached letter from the Office of the Adjutant General provides important information on how the employees called to duty are to be compensated for the Hurricane Katrina Relief Mission. Essentially, leave for the relief effort is changed from duty in the service of the state at the call of the Governor, to duty in the service of the United States. As such, compensation is limited to 120 hours in a federal fiscal year. Please note that the relief effort is retroactive to August 29, 2005 and that corrected orders are being generated.

The regulations of the Personnel Advisory Board and the Division of Personnel governing military leave, 1 CSR 20-5.020(4), provide up to 120 hours of military leave with pay in a federal fiscal year (October 1 through September 30) for hours in which the employee otherwise would have been required to work. If the employee has the 120 hours available for use, the leave code to be used for paid military leave is LWPMT. If the employee has used the 120 hours for the current federal fiscal year, the employee may use annual leave, compensatory time, or be placed on military leave of absence without pay.

Please be aware that some employees could be over the annual leave maximum by October 31, 2005. Depending upon the length of time designated in their orders, these employees may want to use their annual leave before any military leave with pay is taken for the new federal fiscal year beginning October 1st.

Military leave for August 29, 30 and 31, 2005 may have been recorded in SAM II as leave with pay for a military duty in the service of the state called by the Governor, 1.WPMF. Because of the retroactivity of the military leave in the service of the United States authorized in the attached letter, this leave should be changed to 1.WPMT or other leave. Please contact Norma Wieberg at (573) 522-1258 about making the change to the military time already entered in SAM II, or if you have any questions concerning the application of military leave to the hurricane relief efforts, particularly with regard to processing the leave in SAM II.

Gary Fogelbach

OA / Division of Personnel

(573) 522-1817

Gary.Fogelbach@oa.mo.gov

CONFIDENTIALITY STATEMENT:

This e-mail and any attachments are intended only for those to which it is addressed and may contain information which is privileged, confidential and prohibited from disclosure and

Matt Blunt
Governor



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OFFICE OF THE ADJUTANT GENERAL
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JEFFERSON CITY, MISSOURI 65101-1203
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King E. Sidwell
Brigadier General, MOARNG
The Adjutant General



September 13, 2005

State of Missouri
Office of Administration
Division of Personnel
Ms. Alma McKinney, Director of Personnel
Truman state Office building
Jefferson city, Missouri 65101

Dear Ms. McKinney:

The purpose of this letter is to clarify some confusion regarding the status of Missouri National Guard soldiers (state employees) called to duty in support of Hurricane Katrina Relief Mission.

Initially Missouri National Guard soldiers were called to State Emergency Duty by Executive Order 05-24 and 05-25 signed by Governor Matt Blunt. This would have authorized, under Section 105.270RSMo, all state employees unlimited use of Military Leave for the period of State Emergency Duty supported by their Military Orders.

However, effective September 7, 2005 the Acting Deputy Secretary of Defense authorized the National Guard to conduct the Hurricane Katrina Relief Mission in Title 32 Status retroactive to August 29, 2005. Corrected Military Orders are being generated at this time.

Under Title 32 Status, Missouri National Guard soldiers who are state employees are authorized to use up to fifteen days (120 hours) of military leave in any federal fiscal year (1 Oct – 30 Sept) during which they are engaged in the performance of duty under competent orders (1CSR20-5). Should the employee's military leave be exhausted, and at the request of the employee; the absence may be charged against the employee's accrued annual leave or compensatory time.

Should you have any questions regarding this matter please feel free to contact Ms. Donna Truman of my office at 573-638-9845 or donna.truman@mo.ngb.army.mil.

William E. Stucker
Colonel, Army United States Retired
Director, State Resources